

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF THE
GREATER ROCKFORD AIRPORT AUTHORITY**

A Regular Meeting of the Board of Commissioners of the Greater Rockford Airport Authority was held on Thursday, February 25, 2016 in the Greater Rockford Airport Authority Auditorium, 60 Airport Drive, Rockford, IL.

Chairman Cicero called the meeting to order at 5:00 p.m.

Commissioners & Legal Counsel	Present	GRAA Staff	Present	Guests/Other Staff
Paul Cicero	X	Mike Dunn	X	Dan Pape – CMT
K. Edward Copeland	X	Shelly Cassaro	X	Protec
Tom Dal Santo	X	Ken Ryan		
Pat Derry	X	Matt Zinke	X	
Jeff Lee	X	Kathy Bruggeman	X	
Tom Myers	X	Zach Oakley	X	
Ray Wetzel	X	Jan Benoit		
Tom Lester – legal counsel	X	Jeff Polsean	X	

A motion was made by Commissioner Dal Santo seconded by Commissioner Myers and was unanimously approved to accept the minutes of the January 28, 2016 regular Board Meeting. A motion was made by Commissioner Dal Santo seconded by Commissioner Derry and was unanimously approved to accept the minutes of the January 21, 2016 Planning & Finance Committee Meeting.

STAFF REPORTS:

Mike Dunn – Director reported the following:

- We hosted a media day for the new MRO facility at RFD this week. RFD has Mike Dunn and Jeff Polsean, representatives from Scandroli Construction and Larson & Darby were present. There were three local TV stations and the Rockford Register Star involved in the press conference and tour.
- We are proud to announce that the airport has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Financial Officers Association. This is the 15th year in a row for this award. Congratulations to our team on a great job!

- Ken Ryan attended the Routes Conference and met with several airline executives. We presented a special video to Norwegian Airlines and it was well received. We will be following up with all airlines in order to keep RFD on their radar.

Shelly Cassaro – Chief Financial Officer reported the following:

- Last week we discussed the tentative budget at the meeting. This week we have the tentative numbers to present to you tonight. The budget has been the focus over the last week.

Jeff Polsean – Economic Development Manger reported the following:

- Terminal expansion update and projected schedule. The site work will begin in the next couple of weeks. This expansion project is spaced out over a three-year period.
- MRO progress timeline. The project is progressing nicely.

Matt Zinke – Maintenance Manager reported the following:

- Operations Department discovered a “pop” in the pavement on Runway 1/19 during an inspection after Phase III completion. We drilled down to get a picture of the core. There is a small void at the top (subsurface) of the pavement. Due to cold weather and condensation, it expanded and created this “pop”. We will send it out for testing. There is a five-year warranty on Phase III and a 15-year warranty on Phase II. Our engineering firm is aware and going through the process to determine how to proceed.
- Snow Sculpting Competition – it was a success even with the lack of snow this year. At the last minute, we used an old ARFF truck to extract water out of the quarry, the Rockford Park District rented snow-making machines and we made 35,000 cubic feet of snow at the Airport. It was a great collaborative effort.

Zach Oakley – Operations Manager reported the following:

- The second meeting with FAA, UPS, and the Weather Observers will take place next week. We are hopeful to be able to submit a proposal that can only be mitigated by continuing the utilization of weather observers to detect threatening weather.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

RESOLUTIONS & ORDINANCES:

Commissioner Lee motioned to approve **Resolution #16-11** approving the Consent to

Assignment document for Falcon Road LLC (Slidematic) to Mechanical Inc. Commissioner Wetzel seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #16-12** approving the Amendment to the Intergovernmental Agreement with the Rock River Water Reclamation District for the Cessna Drive sanitary sewer extension. Commissioner Myers seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #16-13** approving RAEDC support renewal in the amount of \$20,000 per year for three years with Rockford Area Economic Development Council (RAEDC) support of AirFest totaling \$5,000 in each year AirFest is held. Commissioner Wetzel seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #16-14** adopting the tentative Budget and Appropriation Ordinance for fiscal year beginning May 1, 2016 and ending April 30, 2017. Commissioner Copeland seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #16-15** approving an amendment to the contract with Jeffrey Flemming, Architect, for contract administration for phase one of the terminal construction and expansion project increasing the contract by \$25,454.38. The amended contact amount totals \$301,790.38. Commissioner Wetzel seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #16-16** approving a contract with Jeffrey Flemming, Architect, for contract administration for phase one of the terminal construction and expansion project in the not to exceed amount of \$134,000. Commissioner Myers seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #16-17** approving a contract not to exceed \$76,800 with CMT for professional services for the preliminary design and design phase services for cargo apron rehabilitation phase I. Commissioner Wetzel seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #16-18** approving a contract not to exceed \$110,180 with CMT for professional services for preliminary design and design phase services for Rehab of Taxiway F&A and F&G Intersections. Commissioner Wetzel seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #16-19** to approve Groundwater Monitoring and Reporting for first quarter 2016 to CB&I in an amount not to exceed \$26,340. Commissioner Dal Santo seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #16-20** to approve Audit Services for FY2016 audit with Baker Tilly of Madison, Wisconsin in an amount not to exceed \$35,000. Commissioner Wetzel seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #16-21** approving a change directive on contract 15-00-01 for add material for annex enclosure so that the space can be temporarily heated for concrete pour after soils thaw for the new maintenance, repair, and overhaul (MRO) to The Rockwell Group of Freeport, IL for \$14,605. Commissioner Wetzel seconded the motion and the motion pass unanimously.

Commissioner Lee motioned to approve **Resolution #16-22** expressing official intent regarding certain capital expenditures and other authorized expenditures to be reimbursed from proceeds of certain alternate revenue bonds to be issued in 2016 by the Greater Rockford Airport Authority in an amount not to exceed \$7 million. Commissioner Myers seconded the motion and the motion pass unanimously.

There being no further business, Commissioner Wetzel motioned to adjourn. The motion was seconded by Commissioner Copeland and was unanimously approved. The meeting adjourned at 5:50 pm.